

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD
ANNUAL MEETING MINUTES
Housing Authority Office
October 22, 2009
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy was excused, Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Commissioner; and Ms Fields, Executive Director.

The meeting was called to order at 8:10 a.m. by the Chairperson.

The Chairman appointed Mr. Simonsen as Acting Secretary in the absence of Mr. Eddy.

ELECTION OF OFFICERS

Noting that the Annual Meeting should have been last month, the Chairperson declared, without objection, that the October Regular Meeting be changed to the Annual Meeting for this year only. The Chairperson called for election of officers.

A motion was made by Ms Hall and seconded by Mr. Simonsen to re-elect all officers to their current positions. Motion passed unanimously.

MINUTES

A motion was made by Mr. Simonsen and seconded by Ms Hall to accept the minutes of the September 20, 2009 Regular Meeting. Motion approved unanimously.

COMMUNICATIONS

Water Conservation Efforts

Lon Hultgren has asked Ms Fields, the Executive Director, and she has agreed to participate in a water conservation effort. A firm has been selected to study/audit facilities.

DECD - Rental Assistance Program

DECD has awarded the amount requested for the 2009-2010 grant year. DECD has also stated that no other participants can be added to the program. It is unclear if any further grant monies will be available after June 30, 2010.

DECD – Resident Service Coordinator Program

DECD has awarded funding at a reduced level. Funding will provide for 5 hours per week. The Office Manager will increase her hours and assume the duties at a reduced level. The Office Manager will be reimbursed for the time she has put in to date for which she has not been compensated. It is unclear if any further grant monies will be available after June 30, 2010.

Ramp by Mailboxes (100-200)

A request has been made to install a ramp at the mailboxes for the 100-200 units. The Board has assessed this possibility in July 2009. There are currently ramps at either end of the parking lot and a ramp placed at this location

would have people exiting the sidewalk in the middle of the road and then required people to walk/roll behind cars in order to get around the island to access the senior center. Access to the parking lot and side walks are in compliance with the American with Disabilities Act. No further action will be taken.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr Simonsen and seconded by Ms Hall to accept the September 2009 Bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen to accept the August 2009 Financial Reports. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Ms Christison-Lagay and seconded by Mr. Simonsen to accept the August 2009 Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

None

COMMITTEE REPORTS

Finance Committee

Budgets

The Finance Committee reviewed the budgets and agreed that Ms Fields would present them to the Board for approval. A motion was made by Mr. Simonsen and seconded by Ms Hall to approve the Holinko Estates, Wrights Village and Section 8 budgets using the same percentage for employee time as last year. Motion approved unanimously.

Replacement Reserve Report

Ms Fields spoke with Charles Stuart who provided the last Reserve Replacement Report. He provided a proposal for a full service on-site update for \$2450 per property. He will also provide the report to us digitally to allow manipulation of data as we move forward with capital improvements. A motion was made by Mr. Simonsen and seconded by Ms Christison-Lagay to accept the proposal. Motion approved unanimously.

UNFINISHED BUSINESS

Holinko Estate Site Work

The site work plans and specifications have been placed for bid with three contractors. Ms Fields contacted five additional contractors and only one was interested. Ms Fields now has three bids and will set up a meeting with Lenard Engineering to review the bids.

NEW BUSINESS

Washer/Dryer Contract

We received a proposal from Mac-Gray. The proposal would replace the current top loader washers with front loaders. Front loaders use about 1/3 the

water of a top loader. Other benefits of front loaders are better washability, 32% larger capacity and reduced drying costs. Ms Fields is also gathering information on the Housing Authority purchasing the machines rather than using a vendor.

New Development

It was agreed that this topic will be added to the November agenda.

2010 Board Meeting Dates

Pursuant to the By Laws, the 2010 meetings will continue to be on the third Thursday of the month.

January 21, 2010

February 18, 2010

March 18, 2010

April 15, 2010

May 20, 2010

June 17, 2010

July 15, 2010

August 19, 2010

September 16, 2010

October 21, 2010

November 18, 2010

December 16, 2010

OTHER BUSINESS

November Meeting Date Change

The Board agreed that the Regular Meeting for November will be changed from November 19, 2009 to November 12, 2009.

ADJOURNMENT

The Chairperson declared the meeting adjourned at 10:05 a.m.

William Simonsen, Acting Secretary

Approved:

Richard Long, Chairperson